

## DEPARTMENT OF THE ARMY

**Vacancy Announcement Number:** NEGE04691953

**Opening Date:** March 1, 2004

**Cut off Date:** March 15, 2004

**Position:** Accountant, GS-0510-12/FPL: 12

**Salary:** \$59,302 - \$77,096 Annual

**Place of Work:** U.S. Army Engineer District, Baltimore, Resource Management Office, Finance & Accounting Branch

**Duty Stations:** Baltimore, MD

**Position Status:** This is a Permanent position -- Full Time

**Number of Vacancies:** 1

**Duties:** Responsible for operation & maintenance of the accounting system & for activities of the section. Provides program/district managers with accurate & timely financial information. Responsible for reviewing & analyzing accounts & evaluating account balances, trends, & conditions thereof to provide guidance to operating officials. Provides accounting data & support to budget/program managers for preparation of budgetary & program data. Responsible for the maintenance of books of original entry, & subsidiary accounts & all other accounting records required in COEMIS. Interprets database input & output listings & resolves problems caused by the accounting system with system specialists & local programmers. Interprets accounting directives. As Team Leader, coordinates the work of accountants, computer programmers & functional managers. Oversees preparation, analyses, & review of accounting reports. Certifies propriety & availability of funds prior to the release of the obligation documents.

### **Who May Apply:**

All employees within the U.S. Army Engineer District, Baltimore, currently serving on a career, career-conditional, VRA or handicap appointment. Concurrent consideration will be given to Department of the Army employees currently serving on a career, career-conditional, VRA or handicap appointment.

### **Qualifications:**

IN ADDITION TO MEETING THE INDIVIDUAL OCCUPATIONAL REQUIREMENTS LISTED IN THE QUALIFICATION STANDARDS, APPLICANTS MUST HAVE ONE YEAR OF SPECIALIZED EXPERIENCE. SPECIALIZED EXPERIENCE is experience which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this position, and that is typically in or related to utilizing a professional knowledge of accounting principles and practices to independently accomplish the establishment and implementation of financial accounting management, practices, policies and procedures, and

solving a wide range of difficult accounting problems associated with overall operations and maintenance responsibility for the accounting system. KSAs not required. Applicants will be rated against Resumix Job Search Criteria.

COMMENTS: Applicants must include the following information in the content of their resumes: Summary of ratings for the last three annual performance appraisals, relevant training and award history, membership in relevant societies, and professional registration/license, if applicable. Applicants must fax a copy of their most recent performance appraisal to Mr. Bill Nicholson at (410) 962-5643. Please indicate vacancy announcement number on all faxed documents. THIS POSITION IS A CAREER PROGRAM POSITION. This position requires the submittal of a Confidential Financial Disclosure Report.

GS-12 and above: Bachelor's degree directly related to this occupation and 1 year of experience directly related to this occupation equivalent to the next lower grade level.

**Other Information:**

- Permanent Change of Station (PCS) expenses will be authorized.
- Temporary Duty (TDY) travel is 15 percent.

**Other Requirements:**

- Personnel security investigation required.
- You will be required to provide proof of U.S. Citizenship.
- If selected, official college or university transcript must be submitted.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

**How to Apply:**

- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.
- If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board <http://cpolrhp.army.mil/ner/index.html> , key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self-nominate.

Point of Contact: Karen Lynch, Northeast CPOC, (410) 306-1213.

**THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful

performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM  
DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.